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STARS MANUAL

EXPENDITURES AND DISBURSEMENTS - SOLVING COMMON PROBLEMS

INTRODUCTION

Below are some examples of situations where adjustments are necessary to correct cash disbursements. You should make these types of adjustments on a batch type 4 or 5. You can use a batch type 2 for adjusting the cash disbursements in Examples 1 through 4.

The table below summarizes the examples. The details of the transactions follow.

	Adjustment	Summary
1	TC 280 adjusted with TC 108	To adjust a TC 280 (record a cash disbursement - refund), use a TC 108 to reverse the incorrect TC 280 posting offset by a TC 108R to post to the correct information.
2	TC 281 adjusted with TC 102	To adjust a TC 281 (record disbursement of sales tax to the tax commission), use a TC 102 to reverse the incorrect TC 281 posting offset by a TC 102R to post to the correct information.
3	TC 283 adjusted with revenue TCs	To adjust a TC 283 (rec cash disb for refund to previously recorded revenue), use a TC 101 (or TC 439, TC 440, or TC 441 depending on how you receipted the original revenue) to reverse the incorrect TC 283. Then post an offset by a TC 101R (or TC 439R, TC 440R or TC 441R) to repost the correct information.
4	TC 287 adjusted with TC 104	To adjust a TC 287 (record cash disbursement of a deposit), use a TC 104 to reverse the incorrect TC 287 posting offset by a TC 104R to post to the correct information.
5	TC 230 adjusted with TC 27A and 27B	To adjust a TC 230 payment to the correct subobject and PCA, use the 27A/27B adjustments to post the transactions to the Vendor Payment File.
6	TC 230 adjusted with TC 27A, 27B and TC 270, 271	To adjust a TC 230 (regular payment) from one subobject to another, use 27A and 27B adjustments to post to the Vendor Payment File. Also use TC 270 and 271 to make cost allocation adjustments.

Example 1

YOU POSTED A TC 280 (CASH DISBURSEMENT - REFUND) TO THE WRONG SUBSIDIARY

In this example, agency 230 refunded \$60.00 to a vendor, mistakenly using fund 0284 and a 2700000 subsidiary. However, the TC 280 refund should have come out of the unidentified suspense account 2300000, where the original cash receipt was entered. The TC 280 posts to the subsidiary file, putting subsidiary 270000 in the deficit.

TC 280 refunding \$60.00 from unidentified deposit suspense account

VERSION 3.1	STARS--PRE-ENC/ENC/EXPEND TRANSACTION ENTRY	S505
BATCH: AGY 230	DATE 11021999 TYPE 4 NO 002 MODE MASTER EDIT ON	SEQ-NO 00002
CUR-DOC/SFX: D0002409 02	TRANS-CODE: 280	RVS: DISB-METH:
REF-DOC/SFX:	MOD:	BFY: 00 GAAP IND:
INDEX :	SEC AGENCY:	
PCA :	SUBSID: 2700000	PCN:
EXP-SUB-OBJ/DET:		
REV-SUB-OBJ/DET:		
AMOUNT : 60.00	WARR-NO:	BU:
DOC TOTAL: 0000000000.00	PROP#:	CMP#:
INV-NO : CHECK NO 1205	INV-DESC : REFUND - PD IN ERROR	CI:
VEND-NO:	NAME : QUALITY ASSURANCE	
	NAME 2:	
	ADDR : 6032 CHARLOTTE ST	
	CITY : OMAHA	STATE: NE ZIP: 68103
GRANT/PH:	PROJ/PH:	FUND/DET: 0284
MPC:		F/O:
DOC-DATE:	EFF-DATE: 110599 DUE-DATE:	INTERRUPT:

Since there was not an original TC 108 posting to 'increase' the 2700000 subsidiary, STARS created a \$60.00 balance. GL 2402 subsidiary accounts usually have a minus balance when you post the original receipt side, so a plus balance means the subsidiary is in the deficit.

Subsidiary File (69) showing the \$60.00 payment against suspense clearing

VERSION 3.1		STARS--SUBSIDIARY FILE RECORD INQUIRY		S069	
AGENCY: 230		TRAN YR: 00		FUND/DET: 0284	
SSID ACCT: 2700000		GRANT/PH:		GL ACCT: 2402	
CM: X		PM: CP:		PP: PY:	
CUM: X		ACTV:			
DESCRIPTION: DEPT OF HEALTH & WELFARE SUSPENSE CLEARING					
CREATE DATE: 110599 CLOSE DATE:					
BEGINNING BALANCE:		0.00		ADJUSTMENT AMOUNT:	
INCREASE:				0.00	
		DECREASE:		60.00	
		BALANCE:		60.00	

The agency must make adjusting entries to post the TC 280 payment to the correct 2300000 subsidiary account in order to clear the 2700000 subsidiary. Since TC 280 does not have a specific adjusting transaction code, they must use a transaction code that has the same general ledger postings as the TC 280, but that does not create a warrant. (STARS will issue a warrant if you use TC 280.)

TC 280 example

A Record a Cash Disbursement - Refund (TC 280) posts to general ledger accounts 2402 (CR-suspense clearing account) and 1003 (DR-cash in treasury)

VERSION 3.1 STARS--TRANSACTION CODE DECISION TABLE MAINTENANCE/INQUIRY										S028	
FUNCTION: R (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)											
TRAN-CODE:		280		TITLE: RECORD A CASH DISBURSEMENT - REFUND							
GENERAL-LEDGER-		DR-1: 2402		CR-1: 1003		DR-2:		CR-2:			
POSTING		DR-3: 1003		CR-3: 2101		DR-4:		CR-4:			

Since the agency used a TC 108 to post the original unidentified suspense deposit, they can use this transaction code to make the adjustment. The TC 108 will post to the suspense account they enter on the transaction.

TC 108 example

Notice that TC 108 has the opposite General Ledger DR and CR postings as the TC 280. Therefore TC 108 is a reversal of TC 280. Also, TC 108 does not generate a warrant.

A Record Cash Receipt of Undistributed Money (Suspense) (TC 108) posts to general ledger accounts 1003 (DR-cash in treasury) and 2402 (CR-suspense clearing account)

```

VERSION 3.1 STARS--TRANSACTION CODE DECISION TABLE MAINTENANCE/INQUIRY S028
FUNCTION: R (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)
TRAN-CODE: 108 TITLE: RECORD CASH RECEIPT OF UNDISTRIBUTED MONEY (SUSPENSE)
GENERAL-LEDGER- DR-1: 1003 CR-1: 2402 DR-2: CR-2:
POSTING DR-3: CR-3: DR-4: CR-4:

```

Using a TC 108 (not a TC 108R), the agency can reverse the TC 280 payment posting.

TC 108 to reverse original TC 280 posted to wrong subsidiary

```

VERSION 3.1 STARS--PRE-ENC/ENC/EXPEND TRANSACTION ENTRY S505
BATCH: AGY 230 DATE 11021999 TYPE 4 NO 002 MODE MASTER EDIT ON SEQ-NO 00007

CUR-DOC/SFX: D0002409 02 TRANS-CODE: 108 RVS: DISB-METH:
REF-DOC/SFX: MOD: BFY: 00 GAAP IND:
INDEX : SEC AGENCY:
PCA : SUBSID: 2700000 PCN:
EXP-SUB-OBJ/DET:
REV-SUB-OBJ/DET:
AMOUNT : 60.00 WARR-NO: BU:
DOC TOTAL: 0000000000.00 PROP#: CMP#:
INV-NO : INV-DESC : POSTED TC 280 TO WRONG SUBSIDIARY
VEND-NO: NAME :
NAME 2:
ADDR :
CITY : STATE: ZIP:
GRANT/PH: PROJ/PH: FUND/DET: 0284 F/O:
MPC:
DOC-DATE: EFF-DATE: 110599 DUE-DATE: INTERRUPT:

```

Reversing posting
to subsidiary
2700000.

After adjusting the payment with a TC 108, the agency needs to repost the payment to the correct subsidiary with a TC 108R.

TC 108R to repost TC 280 to the correct subsidiary

VERSION 3.1		STARS--PRE-ENC/ENC/EXPEND TRANSACTION ENTRY		S505	
BATCH: AGY 230		DATE 11021999		TYPE 4 NO 002 MODE MASTER EDIT ON	
SEQ-NO 00008					
CUR-DOC/SFX: D0002409 02		TRANS-CODE: 108		RVS: R	
REF-DOC/SFX:		MOD:		DISB-METH:	
INDEX :		BFY: 00		GAAP IND:	
PCA :		SEC AGENCY:			
EXP-SUB-OBJ/DET:		SUBSID: 2300000		PCN:	
REV-SUB-OBJ/DET:					
AMOUNT : 60.00		WARR-NO:		BU:	
DOC TOTAL: 0000000000.00		PROP#:		CMP#:	
INV-NO :		CI:			
VEND-NO:		INV-DESC : POSTED TC 280 TO WRONG SUBSIDIARY			
		NAME :			
		NAME 2:			
		ADDR :			
		CITY :			
		STATE:		ZIP:	
GRANT/PH:		PROJ/PH:		FUND/DET: 0284	
MPC:		F/O:			

The TC 108 will clear the 2700000 subsidiary that was in the deficit.

VERSION 3.1		STARS--SUBSIDIARY FILE RECORD INQUIRY		S069	
AGENCY: 230		TRAN YR: 00		FUND/DET: 0284	
SSID ACCT: 2700000		GRANT/PH:		GL ACCT: 2402	
CM: X PM:		CP: PP: PY:		CUM: X ACTV:	
DESCRIPTION: HEALTH & WELFARE					
CREATE DATE: 110599 CLOSE DATE:					
BEGINNING BALANCE:		0.00		ADJUSTMENT AMOUNT:	
INCREASE:		60.00-		DECREASE:	
BALANCE:		0.00			

TC 108
adjustment.

Original TC
280 payment

The TC 108R will post the payment to the correct 2300000 subsidiary.

VERSION 3.1	STARS--SUBSIDIARY FILE RECORD INQUIRY	S069
AGENCY: 230 TRAN YR: 00	FUND/DET: 0284	GRANT/PH: GL ACCT: 2402
SSID ACCT: 2300000		
CM: X PM: CP: PP: PY:	CUM: X ACTV:	
DESCRIPTION: HEALTH & WELFARE		
CREATE DATE: 110199 CLOSE DATE:		
BEGINNING BALANCE:	0.00	ADJUSTMENT AMOUNT: 0.00
INCREASE:	60.00-	DECREASE: 60.00
BALANCE:		0.00

Example 2

YOU POSTED A TC 281 (DISBURSEMENT OF SALES TAX TO THE STATE TAX COMMISSION) TO THE WRONG FUND

Agency 230 disbursed \$60.70 to the State Tax Commission for sales tax receipted during the month. However, they entered the TC 281 refund using PCA 01334 (posting to fund 0284) instead of using PCA 01211 (posting to fund 0001) where they deposited the sales tax daily receipts.

TC 281 disbursing \$60.70 from sales tax payable to the State Tax Commission

VERSION 3.1	STARS--PRE-ENC/ENC/EXPEND TRANSACTION ENTRY	S505
BATCH: AGY 230 DATE 11031999 TYPE 4 NO 002 MODE MASTER EDIT ONLY SEQ-NO 00003		
CUR-DOC/SFX: D0002409 03	TRANS-CODE: 281	RVS: DISB-METH:
REF-DOC/SFX:	MOD:	BFY: 00 GAAP IND:
INDEX :	SEC AGENCY:	SUBSID: PCN:
PCA : 01334		
EXP-SUB-OBJ/DET:		
REV-SUB-OBJ/DET:		
AMOUNT : 60.70	WARR-NO:	BU:
DOC TOTAL: 0000000000.00	PROP#:	CMP#: CI:
INV-NO : SEPTEMBER 1999 INV-DESC : FORWARD 9/99 SALES TAX RECEIPT		
VEND-NO:	NAME :	
	NAME 2:	
	ADDR :	
	CITY :	STATE: ZIP:
GRANT/PH:	PROJ/PH:	FUND/DET: F/O:
MPC:		
DOC-DATE:	EFF-DATE: 110199 DUE-DATE:	INTERRUPT:

The TC 281 posts to the general ledger file, putting G/L 2109 in fund 0284 in the deficit.

General Ledger File (76) showing the \$60.70 payment against sales tax payable in fund 0284

VERSION 3.1	STARS--GENERAL LEDGER FILE FINANCIAL INQUIRY	S076
AGENCY: 230	FUND/DET: 0284	GL ACCT: 2109 SALES TAX PAYABLE
TRANS YR: 00	GRANT/PHASE:	
GM: Y DM: CR: DR: PY: CUM: X ACTV:		
<div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p>Notice that fund 0284 in this G/L has a debit balance, meaning the G/L account is in the deficit.</p> </div>		
	DEBIT/CREDIT: C	
BEGINNING BALANCE	0.00	
ACTIVITY	60.70	
ENDING BALANCE	60.70	

This G/L account normally has a credit balance, as shown by the "C" Debit/Credit indicator.

The agency must make adjusting entries to post the TC 281 payment to the correct fund 0001 in order to clear G/L 2109 in fund 0284. Since TC 281 does not have a specific adjusting transaction code, the agency must use a transaction code that has the same general ledger postings as the TC 281 but does not create a warrant (STARS will issue a warrant if you use TC281).

Since they used TC 102 to post the original sales tax payable deposit, they can use this transaction code to make the adjustment. STARS will not issue a warrant if you use TC102.

TC 281 example

A Record Disbursement of Sales Tax to the Tax Commission (TC 281) posts to general ledger accounts 2109 (DR- sales tax payable) and 1003 (CR-cash in treasury).

VERSION 3.1	STARS--TRANSACTION CODE DECISION TABLE MAINTENANCE/INQUIRY	S028
FUNCTION: R	(A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)	
TRAN-CODE: 281	TITLE: RECORD DISBURSEMENT OF SALES TAX TO THE TAX COMMISSION	
GENERAL-LEDGER-	DR-1: 2109 CR-1: 1003	DR-2: CR-2:
POSTING	DR-3: 1003 CR-3: 2101	DR-4: CR-4:

TC 102 example

Notice that TC 102 has the opposite General Ledger DR and CR postings as the TC 281. Therefore TC 101 is a reversal of TC 283. Also, TC 102 does not generate a warrant.

A Record the Deposit of Sales Tax Payable (TC 102) posts to general ledger accounts 1003 (CR-cash in treasury) and 2109 (DR- sales tax payable).

VERSION 3.1	STARS--TRANSACTION CODE DECISION TABLE MAINTENANCE/INQUIRY	S028
FUNCTION: R	(A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)	
TRAN-CODE: 102	TITLE: RECORD THE DEPOSIT OF SALES TAX PAYABLE	
GENERAL-LEDGER-	DR-1: 1003 CR-1: 2109	DR-2: CR-2:
POSTING	DR-3: CR-3: DR-4: CR-4:	

Using a TC 102, the agency can reverse the TC 281 payment posting.

TC 102 to reverse original TC 281 posted to wrong fund

VERSION 3.1		STARS--PRE-ENC/ENC/EXPEND TRANSACTION ENTRY		S505	
BATCH: AGY 230		DATE 11021999		TYPE 4 NO 002 MODE MASTER EDIT ON	
				SEQ-NO 00008	
CUR-DOC/SFX: D0002409 03		TRANS-CODE: 102		RVS: DISB-METH:	
REF-DOC/SFX:		MOD:		BFY: 00 GAAP IND:	
INDEX :					
PCA : 01334		PCA should be 01211 (posting to fund 0001) instead of PCA 01334 (posting to fund 0001)			
EXP-SUB-OBJ/DET:					
REV-SUB-OBJ/DET:					
AMOUNT : 60.70		WARR-NO:		BU:	
DOC TOTAL: 0000000000.00		PROP#:		CMP#:	
INV-NO :		INV-DESC : POSTED TC 102 TO WRONG FUND		CI:	
VEND-NO:		NAME :			
		NAME 2:			
		ADDR :			
		CITY :		STATE: ZIP:	
GRANT/PH:		PROJ/PH:		FUND/DET: F/O:	
MPC:					
DOC-DATE:		EFF-DATE: 110599		DUE-DATE: INTERRUPT:	

Once Agency 230 reverses the TC 281 payment information that is in error with a TC 102, they need to repost the payment to the correct information with a TC 102R.

TC 102R to repost TC 281 to the correct fund

VERSION 3.1		STARS--PRE-ENC/ENC/EXPEND TRANSACTION ENTRY		S505	
BATCH: AGY 230		DATE 11021999		TYPE 4 NO 002 MODE MASTER EDIT ON	
				SEQ-NO 00009	
CUR-DOC/SFX: D0002409 03		TRANS-CODE: 102		RVS: R DISB-METH:	
REF-DOC/SFX:		MOD:		BFY: 00 GAAP IND:	
INDEX :				SEC AGENCY:	
PCA : 01211				SUBSID: PCN:	
EXP-SUB-OBJ/DET:					
REV-SUB-OBJ/DET:					
AMOUNT : 60.70		WARR-NO:		BU:	
DOC TOTAL: 0000000000.00		PROP#:		CMP#:	
INV-NO :		INV-DESC : POSTED TC 102 TO WRONG FUND		CI:	
VEND-NO:		NAME :			
		NAME 2:			
		ADDR :			
		CITY :		STATE: ZIP:	
GRANT/PH:		PROJ/PH:		FUND/DET: F/O:	
MPC:					
DOC-DATE:		EFF-DATE: 110599		DUE-DATE: INTERRUPT:	

The TC 102 will clear the 0284 fund that was in the deficit.

VERSION 3.1	STARS--GENERAL LEDGER FILE FINANCIAL INQUIRY	S076
AGENCY: 230	FUND/DET: 0284	GL ACCT: 2109 SALES TAX PAYABLE
TRANS YR: 00	GRANT/PHASE:	
CM: X PM:	CP: PP: PY:	CUM: X ACTV:
CREATE DATE: 110599		DEBIT/CREDIT: C
BEGINNING BALANCE	0.00	<div>Amounts net to zero. \$60.70 DR plus \$60.70 CR.</div>
ACTIVITY	0.00	
ENDING BALANCE	0.00	

The TC 102R will post the payment to the correct 0001 fund.

VERSION 3.1	STARS--GENERAL LEDGER FILE FINANCIAL INQUIRY	S076
AGENCY: 230	FUND/DET: 0001	GL ACCT: 2109 SALES TAX PAYABLE
TRANS YR: 00	GRANT/PHASE:	
CM: X PM:	CP: PP: PY:	CUM: X ACTV:
CREATE DATE: 110199		DEBIT/CREDIT: C
BEGINNING BALANCE	0.00	<div>Previously showed as a \$60.70 CR. Amounts net to zero. \$60.70 CR plus \$60.70 DR.</div>
ACTIVITY	0.00	
ENDING BALANCE	0.00	

Example 3

YOU POSTED A TC 283 (CASH DISBURSEMENT FOR REFUND TO PREVIOUSLY RECORDED REVENUE) TO THE WRONG REVENUE SUBOBJECT

Agency 230 refunded \$600.00 for a duplicate payment using revenue subobject 1025 (regulatory fees) and PCA 01211. However, they originally deposited the receipt as revenue subobject 1020 (regulatory licenses) under PCA 01334.

TC 283 refunding \$600.00 from regulator fees, revenue subobject 1025

VERSION 3.1		STARS--PRE-ENC/ENC/EXPEND TRANSACTION ENTRY		S505	
BATCH: AGY 230 DATE 11031999 TYPE 4 NO 002 MODE MASTER EDIT ONLY SEQ-NO 00007					
CUR-DOC/SFX: D0002409 05		TRANS-CODE: 283		RVS: DISB-METH:	
REF-DOC/SFX:		MOD:		BFY: 00 GAAP IND:	
INDEX :		SEC AGENCY:		SUBSID: PCN:	
PCA : 01211					
EXP-SUB-OBJ/DET:					
REV-SUB-OBJ/DET: 1025					
AMOUNT : 600.00		WARR-NO: BU:			
DOC TOTAL:		PROP#: CMP#:		CI:	
INV-NO : REC00247		INV-DESC : REFUND - CK 566 DUPLICATE PYMT			
VEND-NO:		NAME : JOHN JONES			
		NAME 2:			
		ADDR : 555 W GEORGIA			
		CITY : NASHVILLE STATE: TN ZIP: 23745			
GRANT/PH:		PROJ/PH:		FUND/DET: F/O:	
MPC:					
DOC-DATE:		EFF-DATE: 110599 DUE-DATE:		INTERRUPT:	

The TC 283 posts to the operating file, putting revenue subobject 1025 in the deficit.

VERSION 3.1		STARS--OPERATING FILE RECORD INQUIRY		S067	
AGENCY: 230 GL ACCT: 4100		PROJ/PH:		GRANT/PH: INDEX: 1000	
FAC: TASK: ORC:		PCA: 01211		D/I IND: DIV: 10 BUR: SEC:	
UNIT: FUND: 0001 FUND/DET:		BUDG UNIT: CCAA FUNC: 01 ACT: 20 PROG: 000			
ELEM: 000 PCA-1: LOC:					
EXPEND OBJECT:		SUM OBJECT:		SUBOBJECT: DET: PCN:	
REVENUE OBJECT: 1000 SUM OBJECT: 1001		SUBOBJECT: 1025		DET:	
SEC AGENCY: MULTIPURPOSE:		DEPT: 04		BFY: 00	
CREATE DATE: 991105 LAST PROCESS DATE: 991105					
CURRENT	CMO	600.00	CM1	0.00	CM2
CURRENT	PY	0.00			
MONTHLY	1	0.00	2	0.00	3
BALANCES	4	0.00	5	600.00	6
	7	0.00	8	0.00	9
		0.00	11	0.00	12
		0.00			
		0.00	CP1	0.00	CP2
		0.00	2	600.00	3
		0.00	5	0.00	6
		0.00	8	0.00	9

G/L 4100 normally has a credit balance, meaning the 1025 revenue subobject is in the deficit.

This shows the amount went into the deficit on the 5th fiscal month (Nov).

The agency must make adjusting entries to post the TC 283 payment to the correct subobject and PCA in order to clear revenue subobject 1025. Since TC 283 does not have a specific adjusting transaction code, they must use a transaction code that has the same general ledger, grant, and project postings as the TC 283 but does not create a warrant (STARS will issue a warrant if you use TC283).

Since they used transaction codes like 101, 439, 440, and 441 to post the original deposit, they can use these transaction codes to make the adjustment. STARS will not issue a warrant if you use TC101.

TC 283 example

A Record A Cash Disbursement for Refund to Previously Recorded Revenue (TC 283) posts to general ledger accounts 4100 (DR-revenues) and 1003 (CR-cash in treasury).

VERSION 3.1 STARS--TRANSACTION CODE DECISION TABLE MAINTENANCE/INQUIRY S028					
FUNCTION: R (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)					
TRAN-CODE: 283 TITLE: REC CASH DISB FOR REFUND TO PREVIOUSLY RECORDED REVENUE					
GENERAL-LEDGER-	DR-1: 4100	CR-1: 1003	DR-2:	CR-2:	
POSTING	DR-3: 1003	CR-3: 2101	DR-4:	CR-4:	

TC 101 example

Notice that TC 101 has the opposite General Ledger DR and CR postings as the TC 283. Therefore TC 101 is a reversal of TC 283. Also, TC 101 does not generate a warrant.

A Record Cash Receipt of Revenue, Not Billed (TC 101), as well as TCs 439, 440, and 441 (which post to grants and/or projects), posts to general ledger accounts 1003 (CR-cash in treasury) and 4100 (DR-revenues).

VERSION 3.1 STARS--TRANSACTION CODE DECISION TABLE MAINTENANCE/INQUIRY S028					
FUNCTION: R (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)					
TRAN-CODE: 101 TITLE: RECORD CASH RECEIPT OF REVENUE, NOT BILLED					
GENERAL-LEDGER-	DR-1: 1003	CR-1: 4100	DR-2:	CR-2:	
POSTING	DR-3:	CR-3:	DR-4:	CR-4:	

Using a TC 101 (since the original posting did not include grants and/or projects), the agency can reverse the TC 283 payment posting. Notice that they must use a TC 101, not a TC 101R.

TC 101 to reverse original TC 283 posted to wrong revenue subobject

VERSION 3.1		STARS--PRE-ENC/ENC/EXPEND TRANSACTION ENTRY		S505	
BATCH: AGY 230		DATE 12021999 TYPE 4 NO 004		MODE MASTER EDIT ON SEQ-NO 00001	
CUR-DOC/SFX: D0002409 05		TRANS-CODE: 101		RVS: DISB-METH:	
REF-DOC/SFX:		MOD:		BFY: 00 GAAP IND:	
INDEX :		SEC AGENCY:		SUBSID:	
PCA : 01211		<div style="border: 1px solid black; padding: 5px;"> Use TCs 439, 440, or 441 to post to grants and/or projects. </div>			
EXP-SUB-OBJ/DET:					
REV-SUB-OBJ/DET: 1025					
AMOUNT : 600.00		WARR-NO:			
DOC TOTAL: 0000000000.00		PROP#:		CMP#: CI:	
INV-NO :		INV-DESC : CORRECT SUBOBJECT FROM 1025 TO 1020			
VEND-NO:		NAME :			
		NAME 2:			
		ADDR :			
		CITY :		STATE: ZIP:	
GRANT/PH:		PROJ/PH:		FUND/DET: F/O:	
MPC:					
DOC-DATE:		EFF-DATE: 120299 DUE-DATE:		INTERRUPT:	

Once the agency reverses the TC 283 payment with a TC 101, they need to repost the payment with a TC 101R.

TC 101R to repost TC 283 to correct revenue subobject

VERSION 3.1		STARS--PRE-ENC/ENC/EXPEND TRANSACTION ENTRY		S505	
BATCH: AGY 230		DATE 12021999 TYPE 4 NO 004		MODE MASTER EDIT ON SEQ-NO 00002	
CUR-DOC/SFX: D0002409 05		TRANS-CODE: 101		RVS: R DISB-METH:	
REF-DOC/SFX:		MOD:		BFY: 00 GAAP IND:	
INDEX :		SEC AGENCY:		SUBSID: PCN:	
PCA : 01334					
EXP-SUB-OBJ/DET:					
REV-SUB-OBJ/DET: 1020					
AMOUNT : 600.00		WARR-NO:		BU:	
DOC TOTAL: 0000000000.00		PROP#:		CMP#: CI:	
INV-NO :		INV-DESC : CORRECT SUBOBJECT FROM 1025 TO 1020			
VEND-NO:		NAME :			
		NAME 2:			
		ADDR :			
		CITY :		STATE: ZIP:	
GRANT/PH:		PROJ/PH:		FUND/DET: F/O:	

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VERSION 3.1                STARS--OPERATING FILE RECORD INQUIRY                S067
AGENCY: 230  GL ACCT: 4100  PROJ/PH:                GRANT/PH:                INDEX: 1000
FAC:          TASK:        ORC:          PCA: 01211  D/I IND:        DIV: 10 BUR:        SEC:
UNIT:        FUND: 0001 FUND/DET:        BUDG UNIT: CCAA FUNC: 01 ACT: 20 PROG: 000
ELEM: 000 PCA-1:          LOC:
EXPEND OBJECT:          SUM OBJECT:        SUBOBJECT:        DET:          PCN:
REVENUE OBJECT: 1000 SUM OBJECT: 1001 SUBOBJECT: 1025 DET:
SEC AGENCY:        MULTIPURPOSE:          DEPT: 04        BFY: 00        TRANS YR: 00
CREATE DATE: 991105  LAST PROCESS DATE: 991202
CURRENT CMO          0.00  CM1          0.00  CM2          0.00
C          0.00
M          0.00  2          0.00  3          0.00
E          0.00  5          600.00  6          600.00
          0.00
          0.00
          0.00
C          0.00
E          0.00
BALANCES  4          0.00
          7          0.00  8          0.00  9          0.00
          10         0.00  11         0.00  12         0.00
          13         0.00  14         0.00  INTERRUPT:

```

G/L 4100 normally has a credit balance, meaning the 1025 revenue subobject is in the deficit.

This shows they made the adjustment in the 6th fiscal month (Dec).

The TC 101R will post the payment to the correct 0284 fund.

VERSION 3.1		STARS--OPERATING FILE RECORD INQUIRY						S067	
AGENCY: 230		GL ACCT: 4100		PROJ/PH:		GRANT/PH:		INDEX: 1000	
FAC:		TASK:		ORC:		PCA: 01334		D/I IND: DIV: 10 BUR: SEC:	
UNIT:		FUND: 0284		FUND/DET:		BUDG UNIT: CCAA		FUNC: 01 ACT: 30 PROG: 330	
ELEM: 331		PCA-1:		LOC:					
EXPEND OBJECT:		SUM OBJECT:		SUBOBJECT:		DET:		PCN:	
REVENUE OBJECT: 1000		SUM OBJECT: 1001		SUBOBJECT: 1020		DET:			
SEC AGENCY:		MULTIPURPOSE:		DEPT: 04		BFY: 00		TRANS YR: 00	
CREATE DATE: 990706		LAST PROCESS DATE: 991202							
CURRENT	CMO	102,600.00-	CM1	102,600.00-	CM2	103			
CURRENT	PY	0.00							
MONTHLY	1	23,600.00-	2	21,200.00-	3	16			
BALANCES	4	13,800.00-	5	27,700.00-	6				
	7	0.00	8	0.00	9				
	10	0.00	11	0.00	12				
	13	0.00							
CURRENT			CP1	61,700.00-	CP2				
PERIOD	1	61,700.00-	2	40,900.00-	3				
BALANCES	4	0.00	5	0.00	6				
	7	0.00	8	0.00	9				
	10	0.00	11	0.00	12				
	13	0.00	14	0.00	INTERRUPT:				

Example 4

YOU POSTED A TC 287 (DISBURSEMENT OF DEPOSIT) TO THE WRONG SUBSIDIARY

Agency 230 refunded \$700.00 of inmate income held on deposit for the inmate until released from prison. However, the TC 287 refund should have come out of the inmate income subsidiary 2301000 instead of the parole bond subsidiary 2302000.

TC 287 refunding \$700.00 from deposit account

VERSION 3.1		STARS--PRE-ENC/ENC/EXPEND TRANSACTION ENTRY		S505	
BATCH: AGY 230		DATE 11021999		TYPE 4 NO 002 MODE MASTER EDIT ON	
CUR-DOC/SFX: D0002409 06		TRANS-CODE: 287		RVS: DISB-METH:	
REF-DOC/SFX:		MOD:		BFY: 00 GAAP IND:	
INDEX :		SEC AGENCY:		SUBSID: 2302000 PCN:	
PCA :		EXP-SUB-OBJ/DET:		REV-SUB-OBJ/DET:	
AMOUNT : 700.00		WARR-NO:		BU: CCAA	
DOC TOTAL: 0000000000.00		PROP#:		CMP#: CI:	
INV-NO : DEP REFUND		INV-DESC : REFUND INMATE INCOME			
VEND-NO:		NAME : JACK JONES			
		NAME 2:			
		ADDR : 32 N FRONTIER			
		CITY : NORTH FALLS		STATE: ID ZIP: 83999	
GRANT/PH:		PROJ/PH:		FUND/DET: 0284 F/O:	
MPC:					
DOC-DATE:		EFF-DATE: 110599		DUE-DATE: INTERRUPT:	

The TC 287 posts to the subsidiary file, putting subsidiary 2301000 in the deficit.

Subsidiary File (69) showing the \$700.00 payment against parole bond subsidiary

VERSION 3.1		STARS--SUBSIDIARY FILE RECORD INQUIRY		S069	
AGENCY: 230		TRAN YR: 00		FUND/DET: 0284	
SSID ACCT: 2302000		GRANT/PH:		GL ACCT: 2407	
CM: X PM: CP: PP: PY:		CUM: X ACTV:			
DESCRIPTION: J JONES PAROLE BOND					
CREATE DATE: 103199 CLOSE DATE:					
BEGINNING BALANCE:		0.00		ADJUSTMENT AMOUNT:	
INCREASE:		500.00-		DECREASE:	
		BALANCE:		200.00	

The \$700 refund issued out of the wrong subsidiary created a \$200 balance in the deficit.

The agency must make adjusting entries to post the TC 287 payment to the correct subsidiary account 2301000 in order to restore the 2302000 subsidiary back to the correct amount. Since TC 287 does not have a specific adjusting transaction code, they must use a transaction code that has the same general ledger postings as the TC 287 but does not create a warrant (STARS will issue a warrant if you use TC287).

Since they used TC 104 to post the original deposit, they can use this transaction code to make the adjustment. The TC 104 will post to the suspense account they enter on the transaction.

TC 287 example

A Record Disbursement of a Deposit (TC 287) posts to general ledger accounts 2407 (CR-deposits) and 1003 (DR-cash in treasury).

VERSION 3.1 STARS--TRANSACTION CODE DECISION TABLE MAINTENANCE/INQUIRY		S028
FUNCTION: R (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)		
TRAN-CODE: 287 TITLE: RECORD DISBURSEMENT OF A DEPOSIT		
GENERAL-LEDGER-	DR-1: 2407	CR-1: 1003
POSTING	DR-3: 1003	CR-3: 2101
	DR-4:	CR-4:

TC 104 example

Notice that TC 104 has the opposite General Ledger DR and CR postings as the TC 287. Therefore TC 104 is a reversal of TC 287. Also, TC 104 does not generate a warrant.

A Record Collection of Deposit (TC 104) posts to general ledger accounts 1003 (DR-cash in treasury) and 2407 (CR-deposits).

VERSION 3.1 STARS--TRANSACTION CODE DECISION TABLE MAINTENANCE/INQUIRY		S028
FUNCTION: R (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)		
TRAN-CODE: 104 TITLE: RECORD COLLECTION OF DEPOSITS		
GENERAL-LEDGER-	DR-1: 1003	CR-1: 2407
POSTING	DR-3:	CR-3:
	DR-4:	CR-4:

Using a TC 104 (not a TC 104R), The agency can reverse the TC 280 payment posting.

TC 104 to reverse original TC 287 posted to wrong subsidiary (notice it is a TC 104 not a TC 104R)

VERSION 3.1		STARS--PRE-ENC/ENC/EXPEND TRANSACTION ENTRY		S505	
BATCH: AGY 230 DATE 11111999 TYPE 4 NO 012 MODE MASTER EDIT ONLY SEQ-NO 00001					
CUR-DOC/SFX: D0002409 06		TRANS-CODE: 104		RVS: DISB-METH:	
REF-DOC/SFX:		MOD:		BFY: 00 GAAP IND:	
INDEX :		SEC AGENCY:		PCN:	
PCA :		SUBSID: 2302000			
EXP-SUB-OBJ/DET:		WARR-NO:		BU:	
REV-SUB-OBJ/DET:		PROP#:		CMP#:	
AMOUNT : 700.00					
DOC TOTAL:		INV-DESC : POSTED TC 287 TO WRONG SUBSID			
INV-NO :		NAME :			
VEND-NO:		NAME 2:			
		ADDR :			
		CITY :		STATE: ZIP:	
GRANT/PH:		PROJ/PH:		FUND/DET: 0284 F/O:	
MPC:					
DOC-DATE:		EFF-DATE: 111199 DUE-DATE:		INTERRUPT:	

Reversing
posting to
subsidiary
2302000.

Once the agency reversed the TC 287 payment information with a TC 104, they need to repost the payment to the correct information with a TC 104R.

TC 104R to repost TC 287 to the correct subsidiary

VERSION 3.1		STARS--PRE-ENC/ENC/EXPEND TRANSACTION ENTRY		S505	
BATCH: AGY 230 DATE 11111999 TYPE 4 NO 012 MODE MASTER EDIT ONLY SEQ-NO 00001					
CUR-DOC/SFX: D0002409 06		TRANS-CODE: 104		RVS: R DISB-METH:	
REF-DOC/SFX:		MOD:		BFY: 00 GAAP IND:	
INDEX :		SEC AGENCY:		PCN:	
PCA :		SUBSID: 2301000			
EXP-SUB-OBJ/DET:		WARR-NO:		BU:	
REV-SUB-OBJ/DET:		PROP#:		CMP#:	
AMOUNT : 700.00					
DOC TOTAL:		INV-DESC : POSTED TC 287 TO WRONG SUBSID			
INV-NO :		NAME :			
VEND-NO:		NAME 2:			
		ADDR :			
		CITY :		STATE: ZIP:	
GRANT/PH:		PROJ/PH:		FUND/DET: 0284 F/O:	
MPC:					
DOC-DATE:		EFF-DATE: 111199 DUE-DATE:		INTERRUPT:	

Repost as
TC 104R
to correct
2301000
subsidiary.

The TC 104 will clear the 2302000 subsidiary that was in the deficit.

VERSION 3.1		STARS--SUBSIDIARY FILE RECORD INQUIRY		S069	
AGENCY: 230		TRAN YR: 00	FUND/DET: 0284	GRANT/PH:	GL ACCT: 2407
SSID ACCT: 2302000					
CM: X	PM:	CP:	PP:	PY:	CUM: X ACTV:
DESCRIPTION: J JONES PAROLE BOND					
CREATE DATE: 111699 CLOSE DATE:					
BEGIN	Restores balance to		0.00	ADJUSTMENT AMOUNT:	0.00
INCR	\$500.00-		1,200.00-	DECREASE:	700.00
			BALANCE:	500.00-	

The TC 104R will post the payment to the correct 2301000 subsidiary.

VERSION 3.1		STARS--SUBSIDIARY FILE RECORD INQUIRY		S069	
AGENCY: 230		TRAN YR: 00	FUND/DET: 0284	GRANT/PH:	GL ACCT: 2407
SSID ACCT: 2301000					
CM: X	PM:	CP:	PP:	PY:	CUM: X ACTV:
DESCRIPTION: J JONES INMATE INCOME					
CREATE DATE: 111699 CLOSE DATE:					
BEGINNING BALANCE:		0.00	ADJUSTMENT AMOUNT:	0.00	
INCREASE:		700.00-	DECREASE:	700.00	
			BALANCE:	0.00	

Original TC 104 receipt posting to hold the deposit.

TC 104R adjustment.
NOTE: This is how the posting should have shown if the TC 287 had been correct.

Example 5

YOU POSTED A TC 230 (REGULAR PAYMENT) TO THE WRONG SUBOBJECT AND PCA

Agency 230 made a \$100.00 payment for court hearing charges to subobject 5975 (court fees and costs) and to PCA 01211 (posting to fund 0001). However, the payment should be charged to 5167 (court reporting) and to PCA 01334 (posting to fund 0284).

Original TC 230 paying \$100.00 for court hearing charges

VERSION 3.1		STARS--PRE-ENC/ENC/EXPEND TRANSACTION ENTRY		S505	
BATCH: AGY 230 DATE 11031999 TYPE 4 NO 002 MODE MASTER EDIT ONLY SEQ-NO 00013					
CUR-DOC/SFX: EXP06201 01		TRANS-CODE: 230		RVS: DISB-METH:	
REF-DOC/SFX:		MOD:		BFY: 00 GAAP IND:	
INDEX :		SEC AGENCY:		PCN:	
PCA : 01211		SUBSID:		PCN:	
EXP-SUB-OBJ/DET: 5975					
REV-SUB-OBJ/DET:					
AMOUNT : 100.00		WARR-NO:		BU:	
DOC TOTAL: 0000000000.00		PROP#:		CMP#:	
INV-NO : 690156		INV-DESC : SERVICES FOR 10/26/99 HEARING		CI:	
VEND-NO: 820454288 00		NAME :			
		NAME 2:			
		ADDR :			
		CITY :		STATE: ZIP:	
GRANT/PH:		PROJ/PH:		FUND/DET: F/O:	
MPC:					
DOC-DATE:		EFF-DATE: 110399 DUE-DATE:		INTERRUPT:	

The TC 230 posts to the vendor payment file. However, since subobject 5975 is not 1099 reportable, SCO will not generate a 1099MISC for this payment.

Vendor Payment File (71) showing the \$100.00 payment against 5975

VERSION 3.1		STARS--VENDOR PAYMENT FILE RECORD INQUIRY		S071	
AGCY: 230		VENDOR NO: 820454288 00		PRIOR FISCAL YEAR:	
VENDOR TYPE:		VENDOR NAME: COURT & CLINICAL SERVICES			
CURR DOC	TRANS ID	TC	R	M	REFERENCE DOC
INDEX	PCA	SOBJ	WARRANT	INVOICE NO	DESCRIPTION
EXP06201 01	230	11031999	4	002	00013 230
1000	01211	5975	111775603	690156	SERVICES FOR 10/26/99 HEARING
					100.00

Invoice number and description for agency information. Also prints on warrant stub for vendor.

The agency must make adjusting entries to post the TC 230 payment to the correct subobject and PCA. Since the subobjects are changing, they need to use the 27A and 27B adjustments in order to post the transactions to the Vendor Payment File.

Using a TC 27A, the agency can reverse the TC 230 payment posting.

TC 27A to reverse original TC 230 payment to wrong PCA and subobject

VERSION 3.1		STARS--PRE-ENC/ENC/EXPEND TRANSACTION ENTRY		S505	
BATCH: AGY 230		DATE 11101999		TYPE 4 NO 010 MODE MASTER EDIT ON	
				SEQ-NO 00001	
CUR-DOC/SFX: EXP06201 01		TRANS-CODE: 27A		RVS: DISB-METH:	
REF-DOC/SFX:		MOD:		BFY: 00 GAAP IND:	
INDEX :				SEC AGENCY:	
PCA : 01211				SUBSID: PCN:	
EXP-SUB-OBJ/DET: 5975					
REV-SUB-OBJ/DET:					
AMOUNT : 100.00		WARR-NO:		BU:	
DOC TOTAL: 0000000000.00		PROP#:		CMP#:	
INV-NO : 690156		INV-DESC : CORRECT PCA AND SUBOBJECT			
VEND-NO: 820454288 00		NAME :			
		NAME 2:			
		ADDR :			
		CITY :		STATE: ZIP:	
PROJ/PH:		FUND/DET:		F/O:	
EFF-DATE: 110599		DUE-DATE:		INTERRUPT:	
SH SCREEN, PF1=RETURN FILLED SCREEN, PF5=REVIEW BEFORE POST					
PF9=BATCH BALANCING, PF10=CHG BATCH/VIEW DETAILS					

STARS requires a vendor number to post to the Vendor Payment File.

Notice TC 27A has no reversal since the G/L postings are already a reversal of TC 230.

Once the agency reverses the TC 230 payment with a TC 27A, they need to repost the payment with the correct information using a TC 27B.

TC 27B to repost TC 230 payment to correct PCA and subobject

VERSION 3.1		STARS--PRE-ENC/ENC/EXPEND TRANSACTION ENTRY		S505	
BATCH: AGY 230		DATE 11101999 TYPE 4 NO 010		MODE MASTER EDIT ON SEQ-NO 00002	
CUR-DOC/SFX: EXP06201 01		TRANS-CODE: 27B		RVS: DISB-METH:	
REF-DOC/SFX:		MOD:		BFY: 00 GAAP IND:	
INDEX :		SEC AGENCY:		PCN:	
PCA : 01334		SUBSID:		PCN:	
EXP-SUB-OBJ/DET: 5167					
REV-SUB-OBJ/DET:					
AMOUNT : 100.00		WARR-NO:		BU:	
DOC TOTAL: 0000000000.00		PROP#:		CMP#: CI:	
INV-NO : 690156		INV-DESC : CORRECT PCA AND SUBOBJECT			
VEND-NO: 820454288 00		NAME :			
		NAME 2:			
		ADDR :			
		CITY :			
GRANT/PH:		PROJ/PH:		STATE: ZIP:	
MPC:		FUND/DET:		F/O:	
DOC-DATE:		EFF-DATE: 110599		DUE-DATE: INTERRUPT:	

The TC 27A and TC 27B post to the vendor payment file for future reference and reporting use.

VERSION 3.1		STARS--VENDOR PAYMENT FILE RECORD INQUIRY		S071	
AGCY: 230		VENDOR NO: 820454288 00		PRIOR FISCAL YEAR:	
VENDOR TYPE:		VENDOR NAME: COURT & CLINICAL SERVICES			
CURR DOC	TRANS ID	TC	R	M	REFERENCE DOC
INDEX PCA	SOBJ WARRANT	INVOICE NO	DESCRIPTION		AMOUNT
EXP06201 01	230 11031999 4 002	00013	230		100.00
1000 01211	5975 111775603	690156	SERVICES FOR 10/26/99 HEARING		
EXP06201 01	230 11101999 4 010	00014	27A		100.00-
1000 01211	5975	690156	CORRECT PCA AND SUBOBJECT		
EXP06201 01	230 11101999 4 010	00015	27B		100.00
1000 01334	5167	690156	CORRECT PCA AND SUBOBJECT		

Notice on this report:

- The same document number is used for both the correction and the original transaction so that they can be found together.
- The correct subobject appears on the vendor payment file for future tax and workers compensation reporting.
- TC 27A and TC 27B do not generate a warrant, so a warrant number will not appear.
- The **Description** field explains why the adjustment was made.
- Though TC 27A does not have a reversal, it minuses the amount.

Example 6

YOU POSTED A TC 230 (REGULAR PAYMENT) FOR A MONTHLY BILL AND NEED TO POST TO A DIFFERENT SUBOBJECT AS WELL AS TO COST ALLOCATE TO OTHER PROGRAMS

Agency 230 made a \$2,100.00 payment for the monthly phone bill, which includes local and long distance charges. They posted the payment to subobject 5030 (telephone – local and equipment) until they could identify the split between subobjects 5030 and 5031 (telephone – long distance). In addition, they need to post these phone charges to various PCA programs.

Original TC 230 paying \$2,100.00 for monthly phone bill

VERSION 3.1		STARS--PRE-ENC/ENC/EXPEND TRANSACTION ENTRY		S505	
BATCH: AGY 230 DATE 11031999 TYPE 4 NO 002 MODE MASTER EDIT ONLY SEQ-NO 00013					
CUR-DOC/SFX: EXP06202 01		TRANS-CODE: 230		RVS: DISB-METH:	
REF-DOC/SFX:		MOD:		BFY: 00 GAAP IND:	
INDEX :		SEC AGENCY:			
PCA : 01211		SUBSID:		PCN:	
EXP-SUB-OBJ/DET: 5030					
REV-SUB-OBJ/DET:					
AMOUNT : 2100.00		WARR-NO:		BU:	
DOC TOTAL: 0000000000.00		PROP#:		CMP#: CI:	
INV-NO : 6135578956		INV-DESC : OCTOBER BILL/ACCT 8975688			
VEND-NO: 134924710 00		NAME :			
		NAME 2:			
		ADDR :			
		CITY :			
GRANT/PH:		PROJ/PH:		STATE: ZIP:	
MPC:		FUND/DET:		F/O:	
DOC-DATE:		EFF-DATE: 110399 DUE-DATE:		INTERRUPT:	

The TC 230 posts to the vendor payment file. Since they made the posting to subobject 5030, the transaction only shows as a payment for local telephone charges.

Vendor Payment File (71) showing the \$2100.00 payment against 5030

VERSION 3.1		STARS--VENDOR PAYMENT FILE RECORD INQUIRY		S071	
AGCY: 230		VENDOR NO: 134924710 00		PRIOR FISCAL YEAR:	
VENDOR TYPE:		VENDOR NAME: A T & T			
CURR DOC	TRANS ID	TC	R	M	REFERENCE DOC
INDEX	PCA	SOBJ	WARRANT	INVOICE NO	DESCRIPTION
EXP06202 01	230	11031999	4	002	00016 230
1000	01211	5030	111775604	6135578956	OCTOBER BILL/ACCT 8975688
					2,100.00
Shows full payment as being local telephone charges.					INTERRUPT: ACTIVE

The agency must make two sets of adjusting entries:

- The first adjusting entry will be to post the TC 230 payment to the correct subobject. Since the subobjects are changing, they need to use the TC 27A and 27B adjustments in order to post the transactions to the Vendor Payment File.
- The second adjusting entry will be to cost allocate the amounts to various programs using PCAs. Since the agency does not want to see the cost allocations on the vendor payment file, they will use the TC 270 and 271 adjustments.

NOTE: If you want to see the cost allocation adjustments on the vendor payment file, use the TC 27A and 27B adjustments.

The first adjusting entry, the subobject adjustment, is made using a TC 27A. The agency can reverse the portion of the TC 230 payment posting to subobject 5030 for the amount they need to move to long distance charges, using the original PCA.

TC 27A to reverse long distance charges part of original TC 230 payment to wrong subobject

VERSION 3.1		STARS--PRE-ENC/ENC/EXPEND TRANSACTION ENTRY		S505	
BATCH: AGY 230		DATE 11161999		TYPE 4 NO 029 MODE MASTER EDIT ON	
				SEQ-NO 00001	
CUR-DOC/SFX: EXP06202 01		TRANS-CODE: 27A		RVS: DISB-METH:	
REF-DOC/SFX:		MOD:		BFY: 00 GAAP INT	
INDEX :		SEC AGENCY:			
PCA : 01211		SUBSID:		PCN:	
EXP-SUB-OBJ/DET: 5030		<div style="border: 1px solid black; padding: 5px;"> Only reverse the amount for long distance charges. </div>			
REV-SUB-OBJ/DET:					
AMOUNT : 1100.00					
DOC TOTAL: 0000000000.00					
INV-NO : 6135578956		INV-DESC : SPLIT PHONE CHARGES/COR SOBJ			
VEND-NO: 134924710 00		NAME :			
		NAME 2:			
		ADDR :			
		CITY :			
GRANT/PH:		PROJ/PH:		F/O:	
MPC:					
DOC-DATE:		EFF-DATE: 11059			
<div style="border: 1px solid black; padding: 5px;"> STARS requires a vendor number to post to the Vendor Payment File. </div>					
ENTER=RETURN FRESH SCREEN, PF1=REVIEW, PF2=PRINT, PF3=DELETE, PF4=END, PF5=HELP, PF6=MENU, PF7=DETAILS, PF8=BEFORE POST					
PF8=NEXT RECORD, PF9=BATCH BALANCING, PF10=CHG BATCH/VIEW DETAILS					

Notice TC 27A has no reversal since the G/L postings are already a reversal of TC 230.

Once the agency reverses the TC 230 payment information for long distance charges with a TC 27A, they need to repost the payment to the correct subobject with a TC 27B.

TC 27B to repost long distance charges part of TC 230 payment to correct subobject

VERSION 3.1		STARS--PRE-ENC/ENC/EXPEND TRANSACTION ENTRY		S505	
BATCH: AGY 230 DATE 11161999 TYPE 4 NO 029 MODE MASTER EDIT ON		SEQ-NO 00002			
CUR-DOC/SFX: EXP06202 01		TRANS-CODE: 27B		RVS: DISB-METH:	
REF-DOC/SFX:		MOD:		BFY: 00	
INDEX :		SEC AGENCY:		Changing from subobject 5030 (local phone) to 5031 (long distance phone).	
PCA : 01211		SUBSID:			
EXP-SUB-OBJ/DET: 5031		WARR-NO:			
REV-SUB-OBJ/DET:		PROP#:			
AMOUNT : 1100.00		CME#:		CI:	
DOC TOTAL: 0000000000.00		INV-DESC : SPLIT PHONE CHARGES/COR SOBJ			
INV-NO : 6135578956		NAME :			
VEND-NO: 134924710 00		ZIP:		F/O:	
GRANT/PH:		PRC			
MPC:					
DOC-DATE:		EFF-DATE: 110599 DUE-DATE:		INTERRUPT:	
ENTER=RETURN FRESH SCREEN, PF1=RETURN FILLED SCREEN, PF5=REVIEW BEFORE POST PF8=NEXT RECORD, PF9=BATCH BALANCING, PF10=CHG BATCH/VIEW DETAILS					

STARS requires a vendor number to post to the Vendor Payment File.

The TC 27A and TC 27B post to the vendor payment file for future reference and reporting use.

VERSION 3.1		STARS--VENDOR PAYMENT FILE RECORD INQUIRY		S071	
AGCY: 230 VENDOR NO: 134924710 00		PRIOR FISCAL YEAR:			
VENDOR TYPE: VENDOR NAME: A T & T					
CURR DOC	TRANS ID	TC	R M	REFERENCE DOC	AMOUNT
INDEX PCA SOBJ WARRANT INVOICE NO	DESCRIPTION				
EXP06202 01 230 11031999 4 002 00016 230		2,100.00			
1000 01211 5030 111775604 6135578956	OCTOBER BILL/ACCT 8975688				
EXP06202 01 230 11161999 4 029 00001 27A		1,100.00-			
1000 01211 5030 6135578956	SPLIT PHONE CHARGES/COR SOBJ				
EXP06202 01 230 11161999 4 029 00002 27B		1,100.00			
1000 01211 5031 6135578956	SPLIT PHONE CHARGES/COR SOBJ				

Corrects subobject on vendor payment file for future tax and workers compensation reporting.

Reverses \$1,100.00 portion from 5030 and reposts to 5031.

The second adjusting entry, the cost allocation adjustments, is made using a TC 270 (since they do not want them to post to the vendor payment file). The agency can reverse the portion of the payment for local telephone charges (subobject 5030). They would also make the same following entries, but for the long distance charges (subobject 5031).

TC 270 to reverse local phone charges from monthly phone bill

VERSION 3.1		STARS--PRE-ENC/ENC/EXPEND TRANSACTION ENTRY		S505	
BATCH: AGY 230 DATE 11031999 TYPE 4 NO 002 MODE MASTER EDIT ONLY SEQ-NO 00013					
CUR-DOC/SFX: CA1099PH 01		TRANS-CODE: 270		RVS: DISB-METH:	
REF-DOC/SFX:		MOD:		BFY: 00 GAAP IND:	
INDEX :		SEC AGENCY:		PCN:	
PCA : 01211		SUBSID:		PCN:	
EXP-SUB-OBJ/DET: 5030					
REV-SUB-OBJ/DET:					
AMOUNT : 1000.00		WARR-NO:		BU:	
DOC TOTAL: 0000000000.00		PROP#:		CMP#: CI:	
INV-NO : 6135578956		INV-DESC : COST ALLOC OCT LOCAL PHONE			
VEND-NO:		NAME :			
		NAME 2:			
		ADDR :			
		CITY :			
GRANT/PH:		PROJ/PH:		STATE: ZIP:	
MPC:		FUND/DET:		F/O:	
DOC-DATE:		EFF-DATE: 110399 DUE-DATE:		INTERRUPT:	

Once the agency reverses the local phone bill charges, they will repost the payment to whichever PCAs they need in order to cost allocate this portion of the payment.

TC 271 to repost local phone charges from monthly phone bill

VERSION 3.1		STARS--PRE-ENC/ENC/EXPEND TRANSACTION ENTRY		S505	
BATCH: AGY 230 DATE 11031999 TYPE 4 NO 002 MODE MASTER EDIT ONLY SEQ-NO 00013					
CUR-DOC/SFX: CA1099PH 01		TRANS-CODE: 271		RVS: DISB-METH:	
REF-DOC/SFX:		MOD:		BFY: 00 GAAP IND:	
INDEX :		SEC AGENCY:		PCN:	
PCA : 01334		SUBSID:		PCN:	
EXP-SUB-OBJ/DET: 5030					
REV-SUB-OBJ/DET:					
AMOUNT : 160.00		WARR-NO:		BU:	
DOC TOTAL: 0000000000.00		PROP#:		CMP#: CI:	
INV-NO : 6135578956		INV-DESC : COST ALLOC OCT LOCAL PHONE			
VEND-NO:		NAME :			
		NAME 2:			
		ADDR :			
		CITY :			
GRANT/PH:		PROJ/PH:		STATE: ZIP:	
MPC:		FUND/DET:		F/O:	
DOC-DATE:		EFF-DATE: 110399 DUE-DATE:		INTERRUPT:	

The agency will have to cost allocate the full \$1,000.00. We have only shown one of the PCAs for \$160.00 in the above examples. The total of the TC 270s for subobject 5030 must match the total of the TC 271 for subobject 5030.

Notice that there are no postings to the Vendor Payment File for TC 270 or TC 271. Only the subobject corrections are shown.

VERSION 3.1		STARS--VENDOR PAYMENT FILE RECORD INQUIRY					S071	
AGCY: 230		VENDOR NO: 134924710 00			PRIOR FISCAL YEAR:			
VENDOR TYPE:		VENDOR NAME: A T & T						
CURR DOC	TRANS ID		TC R M		REFERENCE DOC	AMOUNT		
INDEX	PCA	SOBJ	WARRANT	INVOICE NO	DESCRIPTION			
EXP06202	01	230	11031999 4 002	00016 230		2,100.00		
1000	01211	5030	111775604	6135578956	OCTOBER BILL/ACCT 8975688			
EXP06202	01	230	11161999 4 029	00001 27A		1,100.00-		
1000	01211	5030		6135578956	SPLIT PHONE CHARGES/COR SOBJ			
EXP06202	01	230	11161999 4 029	00002 27B		1,100.00		
1000	01211	5031		6135578956	SPLIT PHONE CHARGES/COR SOBJ			